

CUSTODIAN TEAM LEADER

Purpose:

To actively support and uphold the City's stated mission and values. To perform a full range of custodial duties related to the care, cleaning, and minor maintenance of assigned buildings and facilities. The responsibility of cleaning equipment and supplies used by Custodian workers, assisting with the training of proper cleaning methods of the Custodian workers and greater knowledge in the use of all custodial cleaning equipment differentiates this classification from the Custodian worker.

Supervision Received and Exercised:

Receives general supervision from the Custodial Supervisor or from other supervisory or management staff.

Exercises functional supervision over Custodial staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Inspects equipment for proper working condition and records the information into a computer database.
- Maintains records for equipment assignments and accounts for tools and implements used.
- Improve customer service by processing work orders or giving status updates so customers know when the work order will be completed
- Instructs crew in proper cleaning methods and demonstrates the proper use of equipment.
- Participates in the evaluation of and/or the acceptance of new cleaning products and equipment.
- Assists in the training of new employees and provide feedback to the supervisors.

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- Works special events as required.
- Reports and complete paperwork for industrial accidents.
- Cleans high elevation windows, high bay areas requiring the use of an Aerial Lift Equipment.
- Promotes workplace safety awareness and understanding of potential workplace hazards and assists with the necessary training to avoid such hazards; participate in safety initiatives.
- Cleans, sanitizes and deodorizes jail cells and restroom facilities and fixtures including sinks, urinals and toilets; cleans and sanitizes showers as assigned; maintain fixtures and replenish supplies in restroom.
- Sweeps, vacuums, mops, waxes, strips, and polishes floors using a variety of chemicals, cleansers and equipment; vacuum and shampoo carpets and upholstered furniture.
- Dusts and polishes furniture, woodwork, fixtures, and equipment; wash windows, mirrors, walls and ceilings.
- Empties, cleans and sanitizes ashtrays and waste receptacles.
- Moves and arranges furniture and equipment and set-up rooms for meetings and special functions.
- Performs minor building maintenance such as replacing light bulbs, fluorescent tubes in outside entryways and ceiling tiles.
- Maintains custodial equipment in proper working condition.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.
- May conduct the following tasks as needed time and attendance records; reassign job duties; complete work orders; order and stock supplies; update MSDS sheets and job hazard assessments
- Operates a variety of office equipment including a computer and will work with various computer programs such as Outlook Calendar, Word, Excel and a computerized work order system.

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Performs related duties as assigned.

Minimum Qualifications:

Experience:

One year of experience in custodial work. Other combinations of experience and

education which meet the minimum requirements may be substituted.

Education:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. Training or required to obtain within six months on utilization of and safety procedures for aerial lift

equipment.

Licenses/Certification:

Requires the possession of a valid driver's license at the time of application.

Possession of, or the required to obtain within six months of hire a Certificate of Completion for all modules of the Professional Custodial Basic and Advanced

training programs.

Additional Requirement:

Must pass police polygraph. All non-current custodial staff must also pass a

police background examination.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 073

Status: Non-exempt / Classified

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